

Missouri
Department
of Transportation



Springfield Area District
3025 East Kearney
M.P.O. Box 868
Springfield, MO 65801
(417) 895-7600
Fax (417) 895-7533
Toll free 1-888 ASK MODOT
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

A recent inspection found that the above noted sign has been removed. Below is a photograph of the sign before it was removed for your reference.

Please confirm that the sign has been removed by signing and dating on the line located at the bottom of this letter. Return the signed letter in the enclosed self-addressed, stamped envelope within fifteen (15) calendar days. I have also enclosed a copy of this letter for your convenience. Upon receipt of this signed release we will update our records and you will no longer be billed for the biennial renewal fee, if applicable.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

Enclosures

The sign referenced by permit number [Permit Number] has been removed. By signing below I authorize release of this permit.

Signature: _____ Date: _____

